

Application Instructions:

1. Save a copy of this document by selecting "File" and "Save As". Save your document in the following format:
District Name - School Name - Team Name - Recipe Name

2. Complete the "Application", "Nutrient Analysis" and "Cost Analysis" sheets. Many cells on this sheet have been locked from editing. All unlocked cells may be typed in without difficulty except the "Digital Signature" cell (see below for instructions). If you encounter a cell that you believe has been inadvertently locked, please send an email to FCSEducation@dpi.nc.gov.

Signatures - Follow your school and local education agency (LEA) procedures for approval to participate in the NC Jr. Chef Competition - recipe contest and cooking competition. A signature is required from your school's principal and may be needed from an LEA administrator. It is encouraged that you consult with your School Nutrition director and request that s/he signs off on your application to attest that they have reviewed and provided input on your team recipe to ensure that it meets the nutrition criteria and is replicable for school meals. You may print the application page for obtaining signatures and scan the completed and signed page. Include this with your application worksheet when submitting it to FCSEducation@dpi.nc.gov. Alternatively, you may request a copy of the digitized signatures for your school principal, LEA administrator and/or School Nutrition director and save it as an image (JPEG, PNG, GIF, TIF, etc.). To place the digitized signature in the application:

1. Right click on the "Sample Signature" image.
2. Select "Change Picture".
3. If required, select the "From File" option.
4. Double click on saved image of the digitized signature or select and click "Insert" to insert the image into the application.

3. Refer to the NC Jr. Chef Competition guidelines and general application instructions for helpful tips when completing the application.

4. Submit a copy of the completed Excel application, photo of the final dish, and completed and signed parent permission and release forms to FCSEducation@dpi.nc.gov. Please title the email *NC Jr. Chef Competition Entry for District Name School Name Team Name*.

Adapted from Whipping Up Wellness, Wisconsin Student Chef Competition. Wisconsin Team Nutrition, Wisconsin Department of Public Instruction and Georgia Farm to School Student Chef Competition, Georgia Department of Education, School Nutrition Division.